

LETTER OF INTENT

Date: _____

(SUBJECT TO CONTRACT)

Attention: _____

Dear Sir/Mdm,

Property Address: _____ (“the Premises”)

We are pleased to inform you that the Prospective Tenant _____
_____ has indicated *his/her/their intention to lease The Premises based on the following terms
and conditions and subject to contract:

1. **Area:** The area of the Premises is approximately _____ (_____) sqft.
2. **Monthly Rent:** The proposed monthly rent for The Premises is Singapore Dollars _____
_____ (S\$ _____) per month *inclusive / exclusive of
maintenance and service charges and *subject to GST of Singapore Dollars _____
_____ (S\$ _____), payable monthly in advance. The monthly rent shall be paid in
advance on the _____ day of each and every month without demand.
3. **Lease Term:** The lease shall be for a period of _____ (____) months commencing on the _____ day of
_____ (month) _____ (year).
4. **Rent Free / Fitting Out Period:** There shall be a _____ (____) weeks of rent-free or fitting out period
from the _____ day of _____ 202_ to the _____ day of _____ 202_.
5. **Option to Renew:** The Prospective Tenant shall have an option to renew the Tenancy Agreement on the
same terms and conditions by a further term of _____ (____) months at the then prevailing rental
rate capped at ___% increase in rental rate provided that the Prospective Tenant shall not be in breach of
any of the terms & conditions of the Tenancy Agreement.
6. **Security Deposit:** A security deposit equivalent to _____ (____) month(s)’s rent amounting to
Singapore Dollars _____ (S\$ _____)

shall be deposited with the Landlord upon execution of the Tenancy Agreement. The Security Deposit shall be refunded to the Prospective Tenant upon expiry of the lease period free from interest provided there is no breach to the terms and conditions of the Tenancy Agreement.

7. **Intended Use:** The Prospective Tenant shall use the Premises as _____
8. **Subject to Approval For Change Of Use:** The lease of the said premises is subject to the approval of the relevant authorities for the change of use of the said premises as per clause 8. The Tenant shall apply for the approval within _____ (_____) days from the date herein. In the event the approval is not granted or not received within _____ (_____) days from the date herein, the booking fee paid shall be *forfeited / refunded and thereafter neither party shall have any claims against the other, pursuant to this Letter of Intent.
9. **Renovation Works:** The Prospective Tenant shall carry out any renovation works only if they have obtained prior approval from the Landlord/Managing Agent and where necessary, any relevant authorities for the proposed renovation works. All costs and fees incurred or payable by Landlord /Managing Agent and/or all costs and fees payable to any relevant authorities in granting such approvals shall be borne solely by the Tenant. All costs and expenses incurred in connection with the renovation works shall be borne by the Prospective Tenant.
10. **Reinstatement Works:** At the expiration of the lease term or sooner determination of lease, the Prospective Tenant shall reinstate the Premises to its original condition (unless mutually agreed upon) in accordance with the terms of the Tenancy Agreement.
11. **Stamp Duty Fee:** The Prospective Tenant shall bear the cost of stamp duty in respect of the preparation and execution of the Tenancy Agreement.
12. **Electricity, Water, & Gas Supply, and Telecommunication Charges:** The Prospective Tenant shall open a utility account with SP Services Ltd. and pay all utility charges as well as telecommunication charges for the demised premises; Any charges pertaining to the applications and utilities supplied separately to the Premises shall be borne by the Prospective Tenant.
13. **Tenancy Matters:** This Letter of Intent is subject to contract and formal Tenancy Agreement must be finalized and signed by the Landlord and the Prospective Tenant within _____(____) days from the date of acceptance of this letter by the Landlord.
14. **Booking Fee:** Enclosed please find *Cash / Bank Transfer / Cashier's Order No. / Cheque No.____
_____of _____ (bank) for the amount of Singapore Dollars _____
_____(S\$_____) being payment of booking fee. This booking fee shall be taken as the 1st month advance rental fee upon the execution of the Tenancy Agreement. Should the Prospective Tenant not enter into the Tenancy Agreement after signing the Letter of Intent and/or if the Prospective Tenant fails to sign the Tenancy Agreement after the acceptance of the terms and conditions of the Tenancy

Agreement then, the booking fee submitted herewith shall be forfeited to the Landlord and thereafter neither party shall have any claim against the other.

15. **Requirements:** The following are a list of the Prospective Tenant's requirements (if any):

16. **Lapse of Offer:** This offer shall lapse within _____ () days from the date hereof. In the event this offer is not accepted by the stipulated date, any deposit or monies received by the Landlord shall be returned to the Prospective Tenant immediately and thereafter neither party shall have any claims against the other.

Yours Sincerely,
Signed for and on behalf of *by the Prospective
The Tenant

Name:
NRIC / FIN / Passport No.:
Date:

******* LANDLORD ACCEPTANCE COPY *******

I/We, _____ *NRIC / FIN / Passport No.:
hereby accept the offer to lease the Premises on the terms and conditions mentioned in the Letter of Intent
and acknowledge receipt of the booking fee.

Name:
*NRIC / FIN / Passport No.
Date:

Name:
*NRIC / FIN / Passport No.
Date:

Witness
Name:
*NRIC / FIN / Passport No.

Important! This is a standard document, which may not be appropriate for use in all cases. Lands Way Real Estate disclaims any liability whatsoever arising from the use of this document. When in doubt seek legal advice from your solicitor.